## Standard regulatory process: Guide for state agencies

## Stage 1 Stage 3 Stage 2 **Notice of Intended Proposed regulation Final regulation Regulatory Action (NOIRA)** Agency approves NOIRA. Submit regulatory package Submit regulatory package Submit NOIRA (Form TH-1) and (Form TH-2 and the proposed text) (Form TH-3 and final text) preliminary text (if available) for for review on the Town Hall for review on the Town Hall executive branch review on the Town Hall @ townhall.state.va.us/logon.cfm Executive branch review: Executive branch review: Executive branch review: DPB - within 14 days, Office of the Attorney General; Department of Planning and Budget Cabinet Secretary - within 7 days, DPB - within 45 days, to include (DPB) - within 14 days; Governor preparation of an economic impact if no objection is received from the analysis (EIA); Cabinet Secretary of Governor within Cabinet Secretary - within 14 days; 14 days of DPB's review, NOIRA may Governor Submit final regulation package to be submitted to the the Register via the Town Hall Registrar for publication (and paper copies pursuant to the Registrar's requirements) Submit proposed regulatory package to the Register via the Town Hall Submit NOIRA regulatory package to (and paper copies pursuant The Virginia Register of Regulations to the Registrar's requirements) via the Town Hall (1) Email notification is sent to (and paper copies pursuant registered Town Hall users and to the Registrar's requirements) (2) the public may view the final (1) Email notification is sent to regulation and supporting registered Town Hall users and documents on the Town Hall (2) the public may view the proposed regulation and (1) Email notification is sent to supporting documents registered Town Hall users and on the Town Hall (2) the public may view the NOIRA and supporting documents 14 days after Town Hall notice, final on the Town Hall stage is published in the Register 14 days after Town Hall notice, proposed stage is published 30-day final adoption period begins in the Register 14 days after Town Hall notice, NOIRA is published in the Register (register.state.va.us/issfiles.htm) 60-day period (minimum) for public comment begins on this date. Final regulation becomes effective 30-day period (minimum) for public \*OR the regulation may be comment also begins on this date. suspended \*OR, if changes with substantial Consider public comment, impact were made between the adopt final regulation, proposed and final stages and 25 and submit the final regulation members of the public and/or Consider public comment, within 150 days of the close Governor petition the agency, an draft proposed regulation, and of the public comment period additional public comment period



submit the proposed regulation

within 180 days of the close of the public comment period must be held